

10 March 1970

MEMORANDUM FOR: All Professional Recruiters
(FY 70-27)

SUBJECT : Modus Operandi on the College Campus

1. We have virtually completed the formal schedule for the 1969-70 academic recruitment year. With the exception of a few minor incidents we were able to maintain a low profile and there were no major confrontations with campus radicals that generated publicity worthy of wire service attention. At the same time we developed a full array of some of the finest applicant cases ever presented. The year has been a success, and you have done it "quietly". Now, with the prospect of somewhat fewer requirements to be levied on us over the next 18 months, the time has come when we no longer need nor can we continue to justify publicized campus recruitment dates.

2. By 1 July 1970, please forward to this office your academic recruitment schedule for the 1970-71 season. Dates should be listed for each of your major college and university sources. Those dates will be an indication of time that you intend to devote to those particular sources. You may or may not plan to be physically present on those campuses. Indicate clearly whether you plan to go on campus or will exploit the campus by other arrangements; OER, OSI, et al, need to know for their own planning purposes.

3. Exploiting a campus, arranging for good students in the right fields to learn of the Agency and its employment offerings - without fanfare - is no easy task, but you have demonstrated that it can be done. Here are a few suggestions which you may find useful, most of which have been employed successfully by one or more recruiters:

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- a. Agree with the Placement Director on dates when you will visit the campus but agree also that those dates will not be published; [This is a delicate matter and many Placement Directors may refuse this approach. They could be accused by the radicals of collusion with the Agency. We discussed this matter with a group of visiting Placement Directors (one of whom was President of the College Placement Council). Unanimously they agreed that they would not cooperate in such an approach though they acknowledged that some Placement Directors would.]

OR

Agree with the Placement Director on dates when you will be in the vicinity of his campus, again with the understanding that those dates will not be published.

- b. Place a small advertisement in the campus paper three to four weeks prior to your dates inviting students in selected fields to send you a resume (preferably our 2395, which should be available in the Placement Office). Reject the marginal and visit the campus (or vicinity) to see only those you really want to see (just think, no II-S, 2:2, Sociology majors on your schedule!) - (See Attachment 1).
- c. Correspond with (better yet, visit with) Department Chairmen and important professors. Describe for them the interest the Agency has in their discipline and invite them to refer able students. Better yet, ask them

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to provide lists of students, particularly graduate students, whom you may contact directly by letter. (See Attachment II).

- d. If the Placement Director is willing, review the resumes of students already registered with the Placement Office and contact the interesting ones directly (Shades of 1950-53 when this technique was our principal approach).
- e. Make sure your Placement Directors understand why we are taking this tack. Mary will not like it, but many of them will be sympathetic, and I think they all realize we can operate without them.

4. This is not the end of campus recruitment, but a shift away from the scheduled, publicized campus recruitment visit to a more selective, controllable procedure. It is recognized that conditions will vary in your respective territories and you may have other approaches in mind. Also your relationships with certain campuses may be such that you will wish to continue "business as usual". Presumably these would be campuses (if any still exist) that have no radical element. If you choose to continue "business as usual" on such campuses, we expect you to provide us in writing your rationale for each such campus.

[Redacted Signature]

Chief, Recruitment Division

25X1A

Attachments

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THE INTELLIGENCE PROFESSION

Rewarding Careers with the Central Intelligence Agency

FIELDS OF PARTICULAR INTEREST TO CIA

CARTOGRAPHY
EARTH SCIENCE
ECONOMICS
ELECTRONIC ENGINEERING
FOREIGN AREA STUDIES
GEOGRAPHY



GRAPHIC ARTS
LANGUAGES (Oriental and Slavic)
LIBRARY SCIENCE
MATHEMATICS (Computer Science)
PHYSICS
PSYCHOLOGY (PhD only)

All positions are in the Washington, D.C. Area; some offer opportunities for Foreign Travel
U. S. Citizenship is required

Interested Senior and Graduate students completing work
in the above fields may obtain additional information
and a preaddressed resume form at the Placement Office.

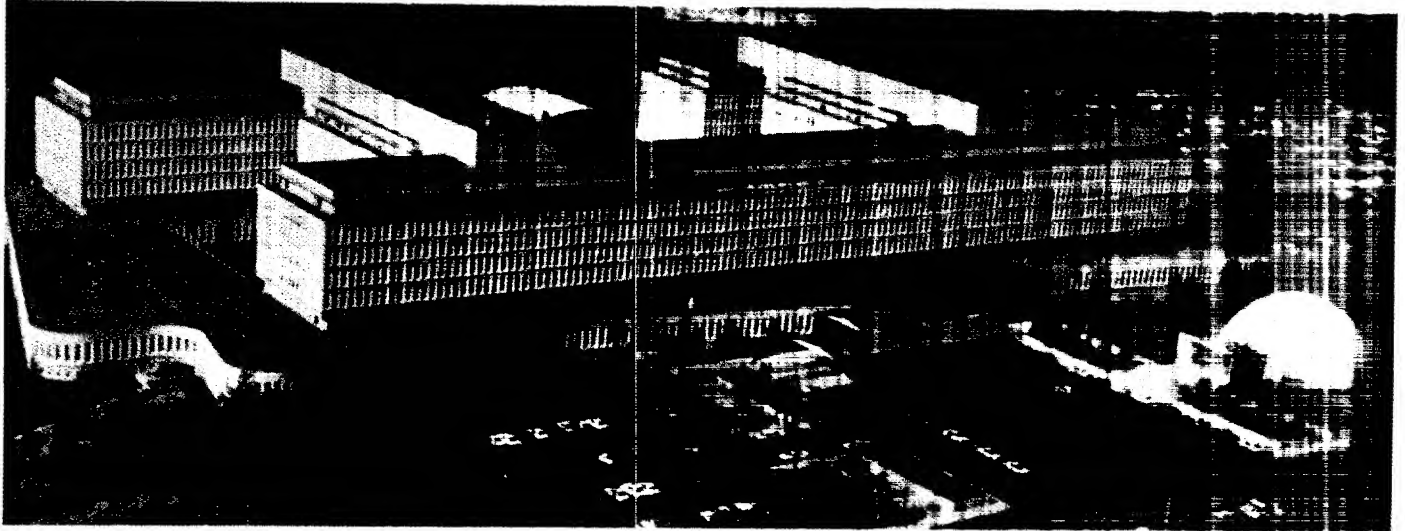
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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505



CIA Headquarters, Langley, Virginia

MISSION

The primary goal of the national intelligence effort is to provide the facts and estimates which are needed in the formulation of national security policy and action. This involves continuous review of overseas trends and developments which have a bearing on the security interests of the United States. The work encompasses a variety of talents and many areas of knowledge; its importance places a heavy premium upon the character and abilities of those who engage in it.

The Central Intelligence Agency needs able young men and women who are interested in having a part in this vital mission. If you want to serve your country in this challenging profession, you will find in CIA excellent opportunities for a worthwhile and rewarding career.

PROFESSIONAL ENVIRONMENT : A career in CIA attracts many college seniors, but it is largely to the graduate schools that the Agency is looking today for mature students equipped for extensive training in intelligence fields. A high percentage of the CIA organization is made up of men and women who have obtained master's degrees and many have their doctorates. More than 500 colleges, universities, and graduate schools have contributed to the present staff of CIA.

CAREER OPPORTUNITIES

Virtually all divisions of the social and physical sciences and virtually all fields of technology are used within the Agency. There is no intellectual discipline and few skills which are not continually needed. CIA employs college graduates and graduate students in economics, economic history, and international trade to help in its study of developments in foreign economies and foreign economic systems which have an effect upon the security of the United States.

The Agency requires students of political science, international relations, history, and area studies who can immerse themselves in developments abroad. It is necessary to be up to the minute on developments in physics, chemistry, electronics. Foreign propaganda must be judged in the light of truths that cannot be hidden from diligent researchers. The worldwide search for truth often involves men and women trained in biology, geology, engineering, cartography, agriculture, even forestry. Administration of the Central Intelligence Agency requires administrators, secretaries, librarians, computer programmers, personnel managers, medical officers, communication engineers and experts in auditing, budgeting, supply, records management, and security.

CAREER DEVELOPMENT

The Central Intelligence Agency needs men and women who want to devote their lives to its work. A career candidate should be strongly motivated by a desire to participate as a citizen in a public service vital to the security of the United States and the peace of the world.

The broad areas of activity into which entering candidates will find themselves drawn include Administration, Research, and Scientific and Technical Developments. When appointed, each employee is assigned to a Career Service which includes the field of vocational interest in which he is most likely to develop and advance his career. Each Career Service is administered by a board of senior officials who make decisions affecting promotion, assignment, training and other career development actions for each member of the service. Board decisions are based on demonstrated performance, estimates of potential, the needs of the Agency, and the individual's stated preferences.

Promotions are competitive within each career field and are based upon a careful review of all aspects of performance.

CIA has a Career Training Program which is directed toward graduate students and college seniors who (in the case of men) have completed their military service; and young graduates who are employed in other fields but who want to build new careers in intelligence. It prepares qualified candidates for lifetime professional careers in intelligence. It provides for one or two year periods of basic training and controlled, on-the-job, assignments before permanent transfer into one of the Career Services.

Appointments to the Career Training Program are based on a candidate's general intelligence, academic record, leadership potential, physical and emotional fitness, and aptitude for foreign language studies. A candidate has a better chance for selection if he is enrolled in graduate study and has traveled abroad.

A candidate who is not appointed to the Career Training Program initially may apply for appointment after he has accumulated on-the-job seasoning. Such employees, in fact, make up a significant part of each new Career Training class.

Overseas tours for either brief or extended periods are essential in some career fields.

On-the-job and formal training of employees throughout the early and mid-career stages is given special attention. The CIA is an excellent training ground. It has an exceptionally fine laboratory for foreign language instruction--on or off the job. Professional training is given not only within the CIA but also at other Government training establishments and at private academic institutions. Two universities in the Washington, D.C. area conduct evening programs of graduate and undergraduate study at CIA Headquarters classrooms, and other universities also cooperate with the CIA in its training programs.

CIA employees enjoy the benefits and privileges of federal employment, such as membership in a retirement system, liberal vacation and sick leave, and eligibility to participate in contributory life and health insurance programs. Salaries depend on education, employment experience, and the nature of the assignment for which the candidate is selected and trained. Salaries follow the Civil Service scale.

CONTACT INSTRUCTIONS:

Write to:
Central Intelligence Agency
Office of Personnel
Washington, D.C. 20505





CENTRAL INTELLIGENCE AGENCY

It is the responsibility of the Central Intelligence Agency of the United States to collect, digest, collate, and interpret the vast amount of intelligence information from all over the world which senior officials of the Government must have in order to make the decisions required of them in maintaining our national security.

EMPLOYMENT FIELDS OF PARTICULAR INTEREST TO CIA

Some Typical Duties

Chemistry Engineering (EE, ME, AE) Physics	Research, design, and development of technical devices, equipment and systems in support of intelligence, or analysis and evaluation of the performance capabilities of foreign devices, equipment, and systems.
Mathematics Computer Programming Systems Analysis	Computer application in support of scientific and technical intelligence, or mathematical application to photogrammetry.
Cartography Geography Geology	Research and analysis of the physical and cultural aspects of foreign areas, or research and compilation of data leading to the preparation of special subject maps; analysis and interpretation of photography of intelligence value.
Economics Economic Geography International Trade	Collection, research, and measurement of aggregative economic performance, or sector performance, of foreign economics.
Accounting Business Administration Public Administration	Administrative management and support of world-wide intelligence activities.
Library Science	Reference, acquisition, cataloging; maintenance of a vast collection of foreign and domestic publications and documents in support of intelligence research.
English Foreign Area Studies History International Relations Journalism Law Political Science	Collection, evaluation, research, and analysis of the political, historical, and social dynamics of all foreign countries and areas of the world.
Psychology (PhD)	Psychological support and research; advisory and consultative services in the selection and utilization of professional personnel.
Stenographer/Typist	Responsible secretarial, clerical and semi-administrative positions in support of the foreign intelligence effort.
Communications Electronics	Recently qualified CW Radio Operators, Cryptographers, and Electronic Technicians to provide communications support of world-wide intelligence activities.

NOTE: This list is by no means all-inclusive. Further, as personnel requirements are filled or modified, the Agency's recruitment emphasis upon one discipline or another, or upon certain combinations of disciplines, may vary.

All positions are in the Washington, D. C. area; some require foreign travel.
U.S. Citizenship is Required

Because of the nature of its responsibilities, the Central Intelligence Agency must make a very thorough investigation of the character and qualifications of each applicant who is tentatively selected for employment. You are therefore urged to apply well ahead of the date when you would like to enter on duty with the Agency.

HOW TO APPLY: Complete the attached personal resume, fold, seal with staples or tape, and mail.

PERSONAL RÉSUMÉ

INSTRUCTIONS: Type, print, or write carefully. Answer questions completely or check appropriate box. If question is NOT applicable, write "NA." If you have insufficient space, continue on an attached sheet and refer to SECTION and ITEM number for each item continued.

SECTION A

GENERAL

1. NAME (Last-First-Middle) Mr. Mrs. Miss		2. DATE OF BIRTH	3. PLACE OF BIRTH	4. SOCIAL SECURITY NO.
5. MAILING ADDRESS (Number, Street, City, State, Zip Code)			6. TELEPHONE NUMBERS (Include area code) HOME - OFFICE -	
7. DATE AND PLACE U.S. CITIZENSHIP ACQUIRED (If not by birth)			9. NUMBER OF DEPENDENTS	
8. MARITAL STATUS (If married and spouse is not U.S. citizen, please indicate citizenship)				
10. RELATIVES BY BLOOD, MARRIAGE, OR ADOPTION WHO ARE NOT U.S. CITIZENS (Indicate only relationship, citizenship)				

SECTION B

EDUCATION AND SUPPLEMENTARY QUALIFICATIONS

1. HIGH SCHOOL, COLLEGE, OR UNIVERSITY, TECHNICAL, COMMERCIAL AND MILITARY SCHOOLS

NAME AND LOCATION	RECEIVED		MAJOR SUBJECT OR SPECIALIZATION (Including thesis topics)	GRADE OR POINT AVERAGE
	DEGREE OR H.S. DIPLOMA	YEAR		

SECTION C

EMPLOYMENT INFORMATION

LIST PRESENT POSITION FIRST. When completing "Brief Description of Duties," provide meaningful, objective statements.

DATES EMPLOYED (From-to-)	NAME OF FIRM (Incl. location)	POSITION TITLE AND SALARY	BRIEF DESCRIPTION OF DUTIES

SECTION D

SPECIAL SKILLS

1. FOREIGN LANGUAGE SKILLS (Specify fluency-read, speak, write)			
2. APPROXIMATE NUMBER OF WORDS PER MINUTE TYPING → SHORTHAND →		3. RADIO OPERATOR PROFICIENCY C/W SENDING → C/W RECEIVING →	
4. LIST LICENSES OR TRADE CERTIFICATIONS WHICH YOU HAVE ACQUIRED			

SECTION E

MILITARY DATA

1. BRANCH OF SERVICE	2. RANK, GRADE, OR RATE	3. SELECTIVE SERVICE CLASSIFICATION
4. MILITARY OCCUPATIONAL SPECIALITY (MOS or Designator) AND TITLE		5. DATES OF SERVICE (From-to-, by mo. and yr.)

SECTION F

POSITION DATA

1. INDICATE WILLINGNESS TO ACCEPT ASSIGNMENT IN EACH LOCATION NOTED (Check X items applicable)			
WASHINGTON, D.C.	ANYWHERE IN U.S.	CERTAIN LOCATIONS ONLY (Specify)	
OUTSIDE CONTINENTAL U.S.			
2. TYPE OF POSITION OR WORK FOR WHICH YOU ARE APPLYING		3. ACCEPTABLE SALARY RANGE	4. DATE OF AVAILABILITY

THIS DATE

SIGNATURE OF APPLICANT

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